

Change of Grade and Grade Appeal

Change of Grade

A change of grade is an administrative action, initiated by an instructor, that modifies a student's grade from the grade originally assigned. Changes of grades occur for assorted reasons, including conversion of a temporary grade to a final grade, correction of clerical or calculation errors, reassessment of a student's work, re-evaluation after preauthorized completion of course-related activities, and academic dishonesty. Changes of grade are not permitted after a degree is conferred.

Grade Appeal

Students who wish to appeal a final course grade are encouraged to first communicate directly with the course instructor to discuss and attempt to resolve the issue as soon as possible after grades are posted.

Acceptable grounds for appeal include suspected mathematical errors in computing the final grade or misinterpretation of grading criteria. Except in the most unusual circumstances, appeals challenging the academic judgment of faculty are not acceptable.

Daytona Beach and Prescott

A student who believes the grade received for a course is inaccurate should first appeal the matter to the instructor. If the issue cannot be resolved with the instructor, the following procedures may be followed:

1. Department Level Review

- Submit a written petition to the Department Chair with detailed reasons and supporting documentation,
- The Department Chair will review, consult with the instructor, and notify the student in writing.

2. College Level Review

- If unresolved, submit the original petition, Department Chair's decision, and supporting documentation to the College Dean (or designee).
- The Dean will render the final decision and notify the student in writing. A copy will be sent to the Office of the Registrar.

Deadlines

- An appeal to the professor must be submitted within **30 days** after the conclusion of the course.
- A written petition to the Department Chair must be submitted within **45 days** of the initial grade posting.
- A written petition to the Dean must be submitted within **60 days** of the initial grade posting.
- No appeals will be considered beyond published deadlines.

Worldwide & Online

- If the dispute cannot be resolved between the student and instructor within **30 days** after the conclusion of the course, the student may submit a written appeal to the designee of the appropriate academic college within **45 days** of the initial grade posting.
- The College Dean (or designee) will review unresolved cases and issue the final decision within **60 days**, which will be communicated to the Office of the Registrar.
- Academic Advising will notify the student of next steps after the ruling.
- **Late grade change requests** are considered only within **one year** of the course end date via petition with supporting documentation. Military exceptions (e.g., active-duty deployment) may be reviewed with documentation. Students must be in active status with ERAU;

those who have graduated, enrolled elsewhere, or lost continuing status are not eligible.